

Date: April 1, 2005

To: Today at Berkeley Lab

From: David McGraw



Subject: Laboratory Policy on Safety Shoes and Change in the Shoe Allowance

The Laboratory encourages the wearing of safety shoes (PUB 3000, Ch.19). For certain types of work, the wearing of ANSI- Z41(1994 or 1999) compliant safety shoes is required by Laboratory policy or by Federal Regulations (29 CFR 1910.136). Examples of work that can result in foot injuries to employees include work with hot, corrosive, or poisonous substances, work in shops, in equipment handling and in construction jobs where there is a danger of falling objects. Additional information on safety shoes can be found on the EH&S Industrial Hygiene Group Personal Protective Equipment web page.

When safety shoes are required by Laboratory or Division policy, the department requesting them will contribute an amount toward their cost, as determined by the LBNL Associate Laboratory Director for Operations. As of April 1, 2005, the maximum Laboratory contribution will be \$120. Under normal circumstances, the Laboratory will provide one pair of shoes annually. If the employee selects safety shoes for which the total cost (including sales tax) exceeds the authorized allowance, the difference must be paid by the employee.

Shoes may be obtained from a manufacturer's onsite shoemobile (Iron Age/Red Wing Calendar) or from designated retail outlets. Prior authorization is required for all safety shoe purchases. Authorization forms (#7600-65158) are available from LBNL Stores or online (form). Forms must be signed by a person having signature authority for the account to be used for payment.